



Issued on: 20 October 2017

Deadline For Application: 3 November 2017

JOB TITLE: Operations Specialist

TYPE OF CONTRACT: International Consultant

DUTY STATION: Vientiane, Lao PDR

ORGANIZATIONAL UNIT: FAO REPRESENTATION IN LAO PDR

DURATION: 11 months

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.

Persons with disabilities are equally encouraged to apply.

All applications will be treated with the strictest confidence.

Organizational Setting

The main aim of FAO Country Offices, headed by an FAO Representative, is to assist governments to develop policies, programmes and projects to achieve food security and to reduce hunger and malnutrition, to help develop the agricultural, fisheries and forestry sectors, and to use their environmental and natural resources in a sustainable manner. FAO Lao PDR assists the Government to develop policies, programmes and projects to address the root causes of hunger and malnutrition, to develop the agricultural, fisheries and forestry sectors and to use environmental and natural resources in a sustainable manner. FAO participates in the development and implementation of field projects in the sectors of food security, agriculture and rural development. This requires the integration within the broader framework of sustainable food and agriculture that aims at increasing production and productivity, addressing climate change, and managing natural resources; and enhance rural livelihoods.

The Emergency Centre for Transboundary Animal Diseases (ECTAD) unit in FAOLA is dedicated to working with the government in preventing and controlling emerging infectious and zoonotic diseases working closely with national stakeholders in the animal production and health sector.

Reporting Lines

The Operations Officer will report directly to the National Project Director under the overall supervision of the FAOR Representative and Budget Holder (BH) at FAOLA and the technical guidance/supervision of the ECTAD Regional Manager in the FAO Regional Office for Asia and the Pacific (RAP), Bangkok. The incumbent will closely collaborate with FAO staff in the FAOR Lao PDR and RAP as well as with national project counterpart.

Technical Focus

The Operations Officer will be responsible for the overall operational management of the activities of the "Immediate technical assistance to strengthen emergency preparedness for Highly Pathogenic Avian Influenza (HPAI) OSRO/LAO/401/USA" project, including financial, budgetary and human resources.

Tasks and responsibilities

- Coordinate operational aspects of the ECTAD country project in Lao PDR (OSRO/LAO/401/USA) as required under the FAOR's and the ECTAD RAP Management's guidance and in full collaboration with technical, operational and Administrative staff;
- Organize and handle day-to-day operational activities of ECTAD Lao PDR executed emergency, rehabilitation and development activities as designated by the FAOR and the ECTAD Regional Manager and in consultation, take action on resolving issues which arise during the execution period;
- Participate in the preparation of the project work plans, monitor progress and, where necessary, identify corrective measures to overcome operational constraints;
- Manage project finances, ensure that project budgets are aligned with the annual work plan and activities and prepare budget revisions as needed;
- Ensure liaison with the FAOR office as well as other counterparts on all operational matters as and when required;
- Provide programming and operational inputs in formulating both development and emergency project proposals according to FAO's procedures in coordination with relevant ECTAD technical officers to be submitted to potential donor agencies for financial support;
- Provide operational inputs in preparing progress reports as well as final reports;
- Contribute to the preparation of briefs and comprehensive reports;
- Organize and attend briefing and debriefing meetings for missions.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced university degree in business administration or public administration, social science, political science or a related field;
- Five years of relevant experience in programme/project management, operations and administrative support;
- Working knowledge of English and limited knowledge of one of the other UN languages (Arabic, Chinese, French, Russian or Spanish)

FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Selection criteria

- Work experience in more than one location or area of work, particularly in field positions is desirable;
- Extent and relevance of experience in programme/project formulation, analysis, planning and implementation;
- Extent and relevance of Experience in donor-funded project cycle management;
- Understanding of FAO policies and programmes is considered a strong asset;
- Extent of experience in formulation, implementation and monitoring of projects;
- Ability to develop plans for the implementation and coordination of project operations in developing countries, in partnership with UN agencies and other concerned actors;

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help, or have queries, please contact: iRecruitment@fao.org
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: iRecruitment@fao.org

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